

CHAPTER 12

Forms of Address

The following diagrams listed alphabetically indicate the title and forms of address for certain distinguished Americans and foreigners and are offered as ready reference for those whose official duties may involve them in writing or oral exchange with these persons.

In addition, the following general rules apply:

“His/Her Excellency” is used in addressing a foreign ambassador. It is written out on the line above his/her name, and a little to the left. Occasionally, it is abbreviated as “H.E.” just before the name, but this format is less acceptable.

“The Honorable” is used in addressing American ambassadors and other high officials of the government as indicated in the following list. Once an individual receives this title, he/she retains it despite retirement from the position.

When inviting a married woman because of her position, it is appropriate to mention her name and/or title first, followed by her husband. That is, the American Ambassador and Mr. Doe. Conversely, if the invitation is extended because of his official position, use his title and/or name first, followed by hers:

The Honorable..., Secretary of Defense
and Mrs. Smith

There may be occasions in which it is desirable to use both individuals' titles, but in general, this is cumbersome.

Married Military Woman. When a married servicewoman is invited in her official capacity to an event, the invitation should indicate her rank:

- If her husband is a civilian:
Commander Maureen Therese Green and Mr. Green
- If her husband is also in the military:
Commander Elizabeth Eileen Smith
Captain Timothy Daniel Smith

If, however, the invitation is being sent because of the husband's official position, the invitation should read:

Captain Thomas Francis Jones
and Captain Shawn Claire Jones

or

Captain and Mrs. Thomas Jones

Other Forms of Address

A Navy chaplain is always addressed verbally as "Chaplain."
Chaplain Ray Burt *or* Chaplain Burt

In writing or in formal announcement, he/she is addressed as:

-- Chaplain Ray Burt
Captain, U.S. Navy
(Title, if any)

-- Dear Chaplain Burt,

A Navy dentist or doctor is addressed verbally as Doctor up to and including the rank of Lieutenant Commander. He/she is addressed by rank from Commander and above. In all cases, the rank is used in writing.

Midshipman is a rank and therefore used for both males and females.

Midshipman Brian Richard Smith
Midshipman Mary Louise Taylor

Introductions

There are three basic rules to remember when introducing two individuals:

- A man is introduced *to* a woman.
- A younger adult is introduced *to* an older adult of the same sex.
- An officer of lower rank is introduced *to* one of higher rank.

In general, most introductions go wrong when an individual is too wordy. The following formats are best:

"Mrs. Smith – Mr. Jones" (directed to Mrs. Smith)

"General Smith – Captain White" (directed to General Smith)

"This is Admiral Jones" spoken to Mrs. Smith, then to the Admiral, *"Mrs. Smith."*

When formal introductions are necessary (high church, military, or government officials, royalty or guest speaker) the following is appropriate:

"Mrs. White, I have the honor to present Mr. Smith"

"Admiral Jones, may I present Ensign Doe"

AMERICAN DIGNITARIES

(For simplicity, the male gender is used throughout. When the official is a woman, change those parts which are italicized -- first names, Madam for Mister when preceding a title, and Mr. for Mrs. when referred to a spouse.)

American Dignitaries

POSITION: Ambassador of the United States (on leave or retired)¹

Envelope: *Official:* The Honorable *John* Ryan
 Social: The Honorable *John* Ryan and *Mrs.* Ryan

Invitation²: Mr. and Mrs. Ryan

Place Card: Mr. Ryan
 Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: “Ambassador *John* Ryan”

Announced as: “The Honorable *John* Ryan, Ambassador of the United States”
or
“The Honorable *John* Ryan, Former Ambassador of the United States”

POSITION: Ambassador of the United States (on post)

Envelope: *Official:* The Honorable *Goodwin* Ryan
American Ambassador
Social: The American Ambassador and *Mrs.* Ryan

Invitation: The American Ambassador and *Mrs.* Ryan

Place Card: The American Ambassador
Mrs. Ryan

Salutation: Dear *Mr.* Ambassador:

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Ambassador*
Mrs. Ryan

In conversation: "Ambassador *John* Ryan"

Announced as: "The Honorable *John* Ryan, Ambassador of the United States"

¹ It should be noted that while the invitation, salutation, and conversation forms indicated for retired ambassadors are correct, it is common practice when dealing with a notable, retired, career ambassador of many years service to use "Ambassador and Mrs. Ryan" on the invitation, "Dear Mr. Ambassador" in salutation, and "Mr. Ambassador" in conversation.

² Names should be positioned on the invitation precisely as shown.

POSITION: Ambassador of the United States (woman)

Envelope: *Official:* The Honorable Marie Ryan
 Social: The American Ambassador and Mr. Ryan

Invitation: The American Ambassador and Mr. Ryan

Place Card: The American Ambassador
 Mr. Ryan

Salutation: Dear *Madam* Ambassador:

Complimentary
Close: Sincerely yours,

Conversation: *Madam* Ambassador
 Mr. Ryan

In conversation: "Ambassador *Marie* Ryan"

Announced as: "The Honorable *Marie* Ryan, Ambassador of the United States"

POSITION: Ambassador of the United States (with military rank)³

Envelope: *Official:* Admiral John Jays Ryan
 American Ambassador
 Social: The American Ambassador and Mrs. Ryan

Invitation: The American Ambassador and Mrs. Ryan

Place Card: The American Ambassador
 Mrs. Ryan

Salutation: Dear Mr. Ambassador:
 Dear Admiral Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ambassador
 or
 Admiral Ryan
 Mrs. Ryan

In conversation: "Ambassador *John* Ryan"

Announced as: "Admiral *John* Ryan, Ambassador of the United States"

³ "The Honorable" is not used if an American military officer retains his military title when serving as ambassador or minister.

POSITION: Assistant to the President

Envelope: *Official:* The Honorable *Thad* Ryan
 Assistant to the President
 Social: The Honorable *Thad* Ryan and *Mrs.* Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: Mr. Ryan
 Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
 Mrs. Ryan

In conversation: "*Mr. Thad* Ryan"

Announced as: "The Honorable *Thad* Ryan, Assistant to the President for..."

POSITION: Assistant Secretaries of Executive and Military Departments

Envelope: *Official:* The Honorable *Norton* B. Ryan
 Assistant Secretary of the Navy
 Social: The Honorable *Norton* B. Ryan and *Mrs.* Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: Mr. Ryan
 Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
 Mrs. Ryan

In conversation: "*Mr. Norton* Ryan"

Announced as: "The Honorable *Norton* B. Ryan, Assistant Secretary of the Navy"

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POSITION: Associate Justice of the Supreme Court

Envelope: *Official: Mr. Justice Ryan*
 The Supreme Court of the United States
 Social: Mr. Justice Ryan and Mrs. Ryan

Invitation: *Mr. Justice Ryan and Mrs. Ryan*

Place Card: *Mr. Justice Ryan*
 Mrs. Ryan

Salutation: *Dear Mr. Justice:*

Complimentary
Close: *Sincerely yours,*

Conversation: *Mr. Justice Ryan*
 Mrs. Ryan

In conversation: *"Mr. Justice Ryan"*

Announced as: *"The Honorable John Jones Ryan, Associate Justice of the Supreme Court of the United States"*

POSITION: Cabinet Officer: Secretary of Defense

Envelope: *Official: The Honorable John Paul Ryan*
 Secretary of Defense
 Social: The Honorable John Paul Ryan
 The Secretary of Defense and *Mrs. Ryan*

Invitation: *The Secretary of Defense and Mrs. Ryan*

Place Card: *The Secretary of Defense*
 Mrs. Ryan

Salutation: *Dear Mr. Secretary:*

Complimentary
Close: *Sincerely yours,*

Conversation: *Mr. Secretary*
 Mrs. Ryan

In conversation: *"Secretary John Ryan"*

Announced as: *"The Honorable John Ryan, Secretary of Defense"*

POSITION: Cabinet Officer: The Attorney General⁴

Envelope:

<i>Official:</i>	The Honorable <i>Spencer</i> Ryan
<i>Social:</i>	The Honorable <i>Spencer</i> Ryan The Attorney General and <i>Mrs.</i> Ryan

Invitation: The Attorney General and *Mrs.* Ryan

Place Card: The Attorney General
 Mrs. Ryan

Salutation: Dear *Mr.* Attorney General:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Attorney General
Mrs. Ryan

In conversation: “Attorney General *Spencer* Ryan”

Announced as: “The Honorable *Spencer* Ryan, Attorney General”

POSITION: Chargé d’Affaires ad interim of the United States

Envelope: *Official:* Paul Fay Ryan, Esquire
American Chargé d'Affaires ad interim
Social: The American Chargé d'Affaires and Mrs. Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: The American Chargé d'Affaires
Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: "Mr. Paul Ryan"

Announced as: "Mr. Paul Ryan, The American Chargé d'Affaires ad interim"

⁴ The Attorney General and Postmaster General are the only Cabinet officers who do not use the title of Secretary.

POSITION: The Chief Justice of the Supreme Court of the United States

Envelope:

Official: The Chief Justice
The Supreme Court of the United States

Social: The Chief Justice and Mrs. Ryan

Invitation: The Chief Justice and *Mrs.* Ryan

Place Card: The Chief Justice
 Mrs. Ryan

Salutation: Dear *Mr.* Chief Justice:

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Chief Justice*
Mrs. Ryan

In conversation: “Chief Justice *John* Ryan”

Announced as: “The Honorable *John Jones* Ryan, The Chief Justice of the United States”

POSITION: Congressman (U.S.) or Congresswoman⁵

Envelope: *Official:* The Honorable *James* Ryan
 House of Representatives
Social: The Honorable *James* Ryan and *Mrs.* Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: Mr. Ryan
 Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: “Congressman *James* Ryan” or “Congresswoman”

Announced as: "Congressman *James* Ryan of Hawaii" or "Congresswoman"

⁵ The prefix “Representative” is never used in correspondence. The titles “Representative” or “Congressman” are used orally only on the floor of the House, or in introductions.

Envelope: *Official: John Ryan, Esquire*
American Consul General
Social: Mr. and Mrs. John Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: The American Consul General
Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: "Mr. John Ryan"

Announced as: "Mr. John Ryan, Consul General of the United States"

Envelope: *Official:* The Honorable *James Lee* Ryan
 Social: The Honorable James Lee Ryan and *Mrs.* Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: Mr. Ryan
 Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: “President *James* Ryan”

Announced as: "The Honorable *James Ryan*"

⁶ A former President receives the courtesy title, “The Honorable,” unlike when he is in that office.

POSITION: Governor of a State

Envelope:

<i>Official:</i>	The Honorable <i>John</i> Ryan The Governor of New York
<i>Social:</i>	The Honorable <i>John</i> Ryan The Governor of New York and <i>Mrs.</i> Ryan

Invitation: Governor and *Mrs.* Ryan

Place Card: Governor Ryan
Mrs. Ryan

Salutation: Dear Governor Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Governor Ryan
Mrs. Ryan

In conversation: "Governor *John* Ryan"

Announced as: "The Honorable *John* Ryan, Governor of New York"

POSITION: Judge of a Court

Envelope: *Official:* The Honorable *John* Ryan
Judge of the United States
District Court for the Southern District of Texas
Social: The Honorable John Ryan and *Mrs.* Ryan

Invitation: Judge and *Mrs.* Ryan

Place Card: Judge Ryan
Mrs. Ryan

Salutation: Dear Judge Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Judge Ryan
Mrs. Ryan

In conversation: “Judge *John* Ryan”

Announced as: “The Honorable *John* Ryan, Judge of the United States District Court for the Southern District of Texas”

POSITION: Mayors

Envelope: *Official:* The Honorable *Robert* Ryan
Mayor of San Francisco
Social: The Honorable *Robert* Ryan and *Mrs.* Ryan

Invitation: Mayor and *Mrs.* Ryan

Place Card: Mayor Ryan
Mrs. Ryan

Salutation: Dear Mayor Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Mayor
Mrs. Ryan

In conversation: "Mayor *Robert* Ryan"

Announced as: "The Honorable *Robert* Ryan, Mayor of San Francisco"

POSITION: Minister of an U.S. Legation

Envelope:

Official: The Honorable Cabot Ryan
Minister, American Legation

Social: The Honorable Cabot Ryan and Mrs. Ryan

Invitation: The American Minister and *Mrs.* Ryan

Place Card: The American Minister
 Mrs. Ryan

Salutation: Dear *Mr.* Minister:

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Minister*
Mrs. Ryan

In conversation: "Minister *Cabot* Ryan"

Announced as: "The Honorable *Cabot* Ryan, Minister of the American Legation"

POSITION: Minister of an U.S. Legation (woman)

Envelope: *Official:* The Honorable Clare Ryan
 Minister, American Legation
 Social: The Honorable Clare Ryan and Mr. Ryan

Invitation: The American Minister and Mr. Ryan

Place Card: The American Minister
 Mr. Ryan

Salutation: Dear *Madam* Minister:

Complimentary
Close: Sincerely yours,

Conversation: *Madam* Minister
 Mr. Ryan

In conversation: "Minister Clare Ryan"

Announced as: "The Honorable Clare Ryan, Minister of the American Legation"

POSITION: President of the United States of America

Envelope: *Official:* The President
 The White House
 Social: The President and Mrs. Ryan
 The White House

Invitation: The President and Mrs. Ryan

Place Card: The President
 Mrs. Ryan

Salutation: Dear Mr. President:

Complimentary
Close: *Formal Official:* Respectfully yours,
 Informal Official: Faithfully yours,

Conversation: Mr. President
 Mrs. Ryan

In conversation: "President John Ryan"

Announced as: "The President of the United States of America"

POSITION: Presiding Judge

Envelope: *Official:* The Honorable *John* Ryan
Presiding Judge
Appellate Division
Supreme Court
Social: Mr. Justice Ryan and *Mrs.* Ryan

Invitation: *Mr. Justice Ryan and Mrs. Ryan*

Place Card: *Mr. Justice Ryan*
Mrs. Ryan

Salutation: Dear *Mr.* Justice:

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Justice Ryan*
 Mrs. Ryan

In conversation: "Mr. Justice Ryan"

Announced as: “The Honorable *John* Ryan, Presiding Justice of the Appellate Division of the Supreme Court”

POSITION: Secretaries of the Armed Services⁷

Envelope:

<i>Official:</i>	The Honorable Thomas John Ryan Secretary of the Navy
<i>Social:</i>	The Honorable Thomas John Ryan The Secretary of the Navy and Mrs. Ryan

Invitation: The Secretary of the Navy and *Mrs.* Ryan

Place Card: The Secretary of the Navy
 Mrs. Ryan

Salutation: Dear *Mr.* Secretary:

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Secretary*
 Mrs. Ryan

In conversation: "Secretary *Thomas Ryan*"

Announced as: "The Honorable *Thomas* Ryan, Secretary of the Navy"

⁷ Although the Secretaries of the armed services are not cabinet officers, they are by custom addressed in the same manner as members of the Cabinet.

POSITION: Senator (U.S.)

Envelope:

Official: The Honorable *Rhett* Ryan
United States Senate

Social: The Honorable *Rhett* Ryan and *Mrs.* Ryan

Invitation: Senator and *Mrs.* Ryan

Place Card: Senator Ryan
Mrs. Ryan

Salutation: Dear Senator Ryan

Complimentary
Close: Sincerely yours,

Conversation: Senator Ryan
Mrs. Ryan

In conversation: "Senator *Rhett* Ryan"

Announced as: "The Honorable *Rhett* Ryan, United States Senator"

POSITION: The Speaker of the House of Representatives

Envelope: *Official:* The Honorable John Henry Ryan
Speaker of the House of Representatives
Social: The Speaker of the House of Representatives and Mrs. Ryan

Invitation: The Speaker and *Mrs.* Ryan

Place Card: The Speaker
 Mrs. Ryan

Salutation: Dear *Mr. Speaker*:

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Speaker or Speaker
Mrs. Ryan*

In conversation: "Speaker *John Ryan*"

Announced as: "The Honorable *John* Ryan, Speaker of the House of Representatives"

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Foreign Dignitaries**POSITION: Ambassador**

Envelope: *Official: His Excellency*⁸ Pierre Ryan
Ambassador of _____
Social: His Excellency The Ambassador of _____
and Mrs. Ryan

Invitation: The Ambassador of _____ and Mrs. Ryan

Place Card: The Ambassador of _____
Mrs. Ryan

Salutation: Dear *Mr.* Ambassador:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ambassador
Mrs. Ryan

In conversation: "Ambassador *Pierre* Ryan"

Announced as: "The Ambassador of _____"

POSITION: Ambassador with personal title of royalty or nobility

Envelope: *Official: His Royal Highness*
Ambassador of _____
Social: His Royal Highness
The Ambassador of _____ and Princess Ryan

Invitation: The Ambassador of _____ and Princess Ryan

Place Card: The Ambassador of _____
Princess Ryan

Salutation: Dear *Mr.* Ambassador

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ambassador
Your Royal Highness (wife)

In conversation: "Prince *George* Ryan"

Announced as: "The Ambassador of _____"

⁸ "His Excellency" is used in addressing a foreign ambassador in the United States and elsewhere.

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POSITION: Chargé d' Affaires ad interim

Envelope: *Official:* Mr. Donald Ryan
 Chargé d' Affaires ad interim of _____
Social: The Chargé d' Affaires ad interim of _____
 and Mrs. Ryan

Invitation: Chargé d' Affaires ad interim of _____ and Mrs. Ryan

Place Card: Chargé d' Affaires ad interim of _____
 Mrs. Ryan

Salutation: Dear Mr. Chargé d' Affaires:

Complimentary
 Close: Sincerely yours,

Conversation: Mr. Ryan
 Mrs. Ryan

In conversation: "Mr. Donald Ryan"

Announced as: "Mr. Donald Ryan, Chargé d' Affaires ad interim of _____"

POSITION: King

Envelope: *Official:* His Majesty Frederick IX
 King of Denmark
Social: Their Majesties
 The King and Queen of Denmark

Invitation: His Majesty The King of Denmark

Place Card: His Majesty The King of Denmark
 Her Majesty The Queen of Denmark

Salutation: Your Majesty:

Complimentary
 Close: Respectfully yours,

Conversation: Your Majesty
 Your Majesty (Queen)

In conversation: "His Majesty Frederick IX"

Announced as: "His Majesty The King of Denmark"

POSITION: Minister of an Embassy⁹

Envelope: *Official:* The Honorable *John* Ryan
British Embassy
Social: The Honorable *John* Ryan and *Mrs.* Ryan

Invitation: Mr. and Mrs. Ryan

Place Card: Mr. Ryan
 Mrs. Ryan

Salutation: Dear *Mr.* Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: "Mr. John Ryan"

Announced as: "The Honorable *John* Ryan, Minister of _____"

POSITION: Minister plenipotentiary of a Legation

Envelope:

Official: The Honorable *Charles* Ryan
Minister of _____
Social: The Honorable *Charles* Ryan
Minister of _____
and *Mrs.* Ryan

Invitation: The Minister of _____ and Mrs. Ryan

Place Card: The Minister of _____
 Mrs. Ryan

Salutation: Dear *Mr.* Minister:

Complimentary
Close: Sincerely yours,

Conversation: Mr. Minister
Mrs. Ryan

In conversation: “Minister *Charles* Ryan”

Announced as: "The Honorable *Charles* Ryan, Minister of _____"

⁹ This position is slightly senior to that of counselor of embassy and there may be one or several ministers in addition to an ambassador at the embassy or to a minister plenipotentiary at a legation.

POSITION: President of a Republic

Envelope: *Official: His Excellency Leopold Ryan*
 President of the Republic of _____
 Social: His Excellency
 The President of the Republic of _____ and *Mrs. Ryan*

Invitation: *His Excellency*
 The President of the Republic of _____ and *Mrs. Ryan*

Place Card: The President of the Republic of _____
 Mrs. Ryan

Salutation: Dear *Mr. President:*

Complimentary
Close: Respectfully yours,

Conversation: Mr. President
 Mrs. Ryan

In conversation: "President *Leopold Ryan*"

Announced as: "*His Excellency* The President of the Republic of _____)"

POSITION: Prime Minister

Envelope: *Official: His Excellency¹⁰ Johan Ryan*
 The Prime Minister of _____
 Social: His Excellency
 The Prime Minister of _____ and *Mrs. Ryan*

Invitation: The Prime Minister of _____ and *Mrs. Ryan*

Place Card: The Prime Minister of _____
 Mrs. Ryan

Salutation: Dear *Mr. Prime Minister:*
 Dear Prime Minister:¹¹

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Prime Minister*
 Mrs. Ryan

In conversation: "Prime Minister *Johan Ryan*"

Announced as: "The Prime Minister of _____"

¹⁰ In Britain and often in North Ireland, Australia, New Zealand, and Canada, the Prime Minister is a member of the British Privy Council and therefore has the title the Right Honourable. The official envelope would show: The Right Hon. John Ryan, P.C., M.P., Prime Minister of Canada.

¹¹ Used for the British Prime Minister only.

POSITION: Queen

Envelope: *Official:* Her Majesty Elizabeth II
 Queen of England
 Social: Her Majesty Elizabeth II
 and His Royal Highness The Prince Philip
 Duke of Edinburgh

Invitation: Her Majesty
 The Queen of England

Place Card: Her Majesty
 The Queen of England

Salutation: Your Majesty:

Complimentary
Close: Respectfully yours,

Conversation: Your Majesty or Ma'am (in long conversation)
 Your Royal Highness (husband)

In Conversation: "Her Majesty, Queen Elizabeth II"

Announced as: "Her Majesty, Queen Elizabeth II or "Her Majesty, The Queen of England"

Military

POSITION: Admiral, Vice Admiral, Rear Admiral¹²

Envelope: *Official: Admiral John Paul Ryan, USN*
 Position Title
Social: Admiral and Mrs. John Paul Ryan

Invitation: Admiral and Mrs. Ryan

Place Card: Admiral Ryan
 Mrs. Ryan

Salutation: Dear Admiral Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Admiral Ryan
 Mrs. Ryan

In conversation: "Admiral *John* Ryan"

Announced as: "Admiral *John* Ryan (position title)"

POSITION: General, Lieutenant General, Major General, Brigadier General

Envelope: *Official: Lieutenant General James Day Ryan, USA*
Social: Lieutenant General and Mrs. James Day Ryan

Invitation: General and *Mrs.* Ryan

Place Card: General Ryan
Mrs. Ryan

Salutation: Dear General Ryan:

Complimentary
Close: Sincerely yours,

Conversation: General Ryan
Mrs. Ryan

In conversation: "Lieutenant General *James Ryan*"

Announced as: "Lieutenant General *James* Ryan, (position title)"

¹² The specific rank of naval officers is customarily used on invitations and place cards as well as on envelopes.

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POSITION: British and Commonwealth Navies¹³

Envelope: *Official:* First Sea Lord
 Admiral *Sir Peter* Ryan GCB DSO
 Social: First Sea Lord
 Admiral *Sir Peter* Ryan and *Lady* Ryan

Invitation: Admiral *Sir Peter* Ryan and *Lady* Ryan

Place Card: Admiral *Sir Peter* Ryan
 Lady Ryan

Salutation: Dear Admiral Ryan:
 Dear *Sir Peter*:

Complimentary
Close: Sincerely yours,

Conversation: Admiral Ryan or *Sir Peter*
 Lady Ryan

In conversation: "Admiral *Sir Peter* Ryan"

Announced as: "First Sea Lord, Admiral *Sir Peter* Ryan"

POSITION: Foreign military with title of nobility

Envelope: *Official:* Major Count Ivan Ryan
 Social: Major Count Ivan Ryan and the Countess Ryan

Invitation: Major Count Ryan and the Countess Ryan

Place Card: Major Count Ryan
 Countess Ryan

Salutation: Dear Major Ryan:
 Dear Count Ryan:

Complimentary
Close: Sincerely yours,

Conversation: Major Ryan or Count Ryan
 Countess Ryan

In conversation: "Major Count Ivan Ryan"

Announced as: "Major Count Ivan Ryan"

¹³ The letters "RN" are placed after any other initials following the surnames of Royal Navy officers, except flag officers who do not use the RN at all.

INITIALS OF BRITISH HONORS, DECORATIONS AND MEDALS

The initials of various distinctions are placed after the surname whenever the individual's name appears alone and on envelopes, and in the address section of a letter. They rank as follows: Orders of knighthood, decorations, medals, civil distinctions, academic degrees, fellowship in royal societies, and membership in religious orders.

It is customary to put only two abbreviations after a name, using the two differing honors highest in rank for this purpose and adding "etc.", if the addressee has more than two. The abbreviations are in capital letters, with no punctuation, as "Admiral Sir Peter Ryan KBE CB DSO".

ORDERS OF KNIGHTHOOD ACCORDING TO PRECEDENCE

The eight leading orders of knighthood – the Garter, the Thistle, St. Patrick, the Bath, the Star of India, St. Michael and St. George, the Indian Empire, and the Royal Victorian Order rank as follows:

KG	Knight of Companion of the Order of the Garter
KT	Knight of the Order of the Thistle
KP	Knight Companion of the Order of St. Patrick
GCB	Knight Grand Cross of the Order of the Bath
OM	Member of the Order of Merit
GCSI	Knight Grand Commander of the Order of the Star of India
CGMG	Knight Grand Cross of the Order of St. Michael and St. George
GCIE	Knight Grand Commander of the Order of the Indian Empire
GCVO	Knight Grand Cross of the Royal Victorian Order
GBE	Knight Grand Cross of the Order of the British Empire
KCB	Knight commander of the Order of the Bath
KCSI	Knight Commander of the Order of the Star of India
KCMG	Knight Commander of the Order of St. Michael and St. George
KCIE	Knight Commander of the Order of the Indian Empire
KCVO	Knight Commander of the Royal Victorian Order
KBE	Knight Commander of the Order of the British Empire
CB	Companion of the Order of the Bath
CSI	Companion of the Order of the Star of India
CMG	Companion of the Order of St. Michael and St. George
CIE	Companion of the Order of the Indian Empire
CVO	Companion of the Royal Victorian Order
CBE	Commander of the Order of the British Empire
DSO	Companion of the Distinguished Service Order
MVO	Member (4 th class) of the Royal Victorian Order
OBE	Officer of the Order of the British Empire
ISO	Companion of the Imperial Service Order
MVO	Member (5 th class) of the Royal Victorian Order
MBE	Member of the Order of the British Empire